

**ILLINOIS STATE LIBRARY  
LITERACY OFFICE  
ADULT VOLUNTEER LITERACY (AVL)  
GRANT PROGRAM**

**FY08 STATISTICAL REPORT**

The Statistical Report is an identical report produced twice during the year. The mid term report is due Jan. 15, 2008 and the final report is due July 15, 2008.

Before preparing this report, review all definitions on page 4. Return this form to Adult Volunteer Literacy Grant program, Secretary of State Literacy Office, Illinois State Library, 300 S. 2<sup>nd</sup> St., Springfield, IL 62701, or by fax at 217/785-6927, or email to [jhughes@ilsos.net](mailto:jhughes@ilsos.net).

**SEND AN ORIGINAL AND TWO (2) COPIES if submitted by mail. The report may be faxed or emailed -- send once and we will make the copies. Do not use both fax and mail.**

Name of Grantee Agency: \_\_\_\_\_

Name of Person completing report: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Region: (CHECK ONE)

- Chicago  
 Suburban  
 Downstate

Period: (CHECK ONE)

- Midterm (information from 7-01-07 to 12- 31-07)  
 Final (The report is cumulative<sup>10</sup> for the entire grant year. Information from 7-01-07 to 6-30-08 for one fiscal year.)

**ADULT LEARNER<sup>1</sup> DATA** (Only adult learners who are **instructed by volunteer tutors**.)

\_\_\_\_\_ Average age of adult learners

**Adult learner numbers this fiscal year to date**

Number of adult learners in ethnic groups

_____ White	_____ Black
_____ Asian	_____ Hispanic
_____ Ind/Ak	_____ Other

Number of adult learners in gender

\_\_\_\_\_ Male      \_\_\_\_\_ Female

\_\_\_\_\_ Number of adult learners employed (part-time, full time or seasonal)

\_\_\_\_\_ Number of adult learners given pre-test<sup>2</sup>, with no instructional hours with a volunteer tutor

### AVL Statistical Report

Number of **unduplicated** adult learners who received instruction this year compared to goal<sup>3</sup>  
(All adult learners will be entered only once. This is an unduplicated<sup>11</sup> count.)

	Goal	Total
ABE		
ESL		
Total adult learners		

Number of all adult learners by instructional type and setting:

Enter an adult learner for each setting they use – an adult learner using more than one instructional setting will be entered more than once. This is not an unduplicated count.

	1:1	Small Group
ABE		
ESL		
Total adult learners using setting		

ABE Assessment Results: for adult learners who have both a pre-test<sup>2</sup> and instructional hours<sup>4</sup>

	# Pre-tested <sup>2</sup>	Pre-test Avg. -GLE <sup>5</sup>	# Post-tested	Post-test Avg. - GLE	Avg. GLE Gain
SORT					
TABE					
Total					

ESL Assessment Results: for adult learners who have both a pre-test<sup>2</sup> and instructional hours<sup>4</sup>

	# Pre-tested	Pre-test Avg. -- scale score	# Post-tested	Post-test Avg. – scale score	Avg. Score Gain
BEST					
BEST Plus					
ESLOA					
CELSA		raw score		raw score	
Total					

Total Instructional Hours during this fiscal year to date

Type	1:1	Small Group	Avg. Hours per adult learner
ABE			
ESL			
TOTAL			

Information on AVL in correctional setting

Number of adult learners residing in correctional facility	
Number of volunteer tutors residing in correctional facility (peer tutors)	
Number of volunteer tutors residing in the community and tutoring in the corr. facility	

**AVL Statistical Report**<sup>6</sup>Length of participation in AVL project

	0–3 months	3-6 months	6-12 months	1 – 2 years	2 yrs +
Number of Adult Learners					
Number of Volunteer Tutors					

**VOLUNTEER TUTOR DATA**

\_\_\_\_ Number of volunteer tutors<sup>7</sup> actively tutoring during report period (unduplicated)<sup>11</sup>

\_\_\_\_ Average age of volunteer tutors

Number of volunteer tutors in ethnic groups

\_\_\_\_\_ White      \_\_\_\_\_ Black  
 \_\_\_\_\_ Asian      \_\_\_\_\_ Hispanic  
 \_\_\_\_\_ Ind/Ak      \_\_\_\_\_ Other

Number of volunteer tutors by gender

\_\_\_\_\_ Male      \_\_\_\_\_ Female

Volunteer Tutor Instructional Hours<sup>8</sup> Provided to Adult Learners: Tutor Totals and Averages (during this fiscal year to date)

	1:1	Small Group
Total Hours		
Avg. Hours per tutor		

Volunteer Tutor Training Hours<sup>9</sup>: Totals and Averages (during this fiscal year to date)

	Total Hours	Avg. per tutor attending
Initial Training		
Additional Training		

## AVL Statistical Report

### Adult Volunteer Literacy Program Definitions

<sup>1</sup>Adult Learner: Adult learners: are instructed by volunteer tutors, are over the age of 16, are not concurrently enrolled in school, have taken a pre-test, scoring below the 9<sup>th</sup> grade level or below SPL 7, and have at least one instructional hour with a volunteer tutor during the reporting period.

<sup>2</sup>Pre-test: Acceptable test taken on entry. Acceptable tests are TABE, SORT, BEST, BEST Plus, ESLOA, CELSA Note: There is no difference between a learner who has taken a pre-test and is awaiting placement, a learner who has taken a pre-test and has no further contact or a learner who has taken a pre-test and has been referred on.

<sup>3</sup>Goal: Enter the number proposed in your agency's grant application in the second box on page 9, "Number of Adult Learners Instructed by Type."

<sup>4</sup>Learner instructional hours: Time that a tutor and adult learner spend together teaching and learning. In Group: multiply the time for each learner.

<sup>5</sup>GLE: Grade level equivalent

<sup>6</sup>Length of participation in AVL project: For an adult learner, the length of participation is the amount of time from the date of the first pre-test until exiting the program officially. For a volunteer tutor, the "stay" is the amount of time from the date of the initial training until exiting the program officially.

<sup>7</sup>Volunteer Tutor: An unpaid volunteer who has received 12 hours of literacy tutor training and is tutoring an adult learner on a regular basis.

<sup>8</sup>Tutor Instructional Hours: Calculate the total hours actually provided by tutors to learners in the first row, show the average in the second row. For example, 10 tutors working with 12 learners for two hours each would be 240 Total Hours, while the average hours per tutor would be 2.4.

<sup>9</sup>Tutor Training Hours: Calculate the total training hours during which potential tutors attended training in the first row, show the average hours attended in the second row. For example, 12 tutors attended twelve hours of training would be shown as 144 Total Hours, while the average hours per tutor would be 12. For additional training, indicate hours scheduled. Average is per tutor attending.

<sup>10</sup>Cumulative: For cumulative data add all activity from first reporting period to second reporting period to show activity for entire grant year.

<sup>11</sup>Unduplicated: Do not count learners or volunteer tutors more than once even if active in both reporting periods.